

CHAPTER 6

DATA ELEMENT MAINTENANCE PROCEDURES

A. PURPOSE

Approved standard generic and data elements can be implemented or modified for use in various applications or information systems, or they may be archived when no longer required. Archived standard generic and data elements may be reinstated for use. The following maintenance procedures describe the processes for registering use of a data element by an application, modifying approved data elements, archiving standard generic and data elements, and reinstating archived standard generic or data elements.

B. REGISTERING DATA ELEMENT APPLICATIONS

All new information systems and migration information systems must be registered in the DDRS. Upon completion of the system interface definition prescribed by MIL-STD-2167-A (reference) or database specifications prescribed by DoD Directive 7935.1 (reference), data element attributes in the DDRS must be updated to identify the information system(s) and/or application(s) using each standard data element.

Register applications of each standard data element according to the following procedures. More detailed procedures can be found in the DDRS End User Manual.

1. New Applications and/or Information Systems and Migration Systems Using Standard Data Elements

a. Record the standard data element name for which the application is being registered.

b. Record the standard data element component code.

c. Record the identification of the application (“Automated information software system identified”).

d. Record the name of the application (“Automated information software system name”).

e. Record the standard data element access name.

2. Migration Systems Not Using Standard Data Elements

This information is required to assist in the evolutionary transition to the use of standard data elements.

a. Data migration information systems will be registered as application data elements by the Component or OSD staff owning the migration information system(s).

b. Review the DDRS to identify the DoD standard data element corresponding to the existing system data element, if one exists; if none exists, go to section e., below.

c. Record the DoD standard data element name for which the application is being registered.

d. Record the standard data element component code.

e. Record the identification of the application (“Automated information software system identified”).

f. Record the name of the application (“Automated information software system name”).

g. Record all variances between the metadata attribute values of the data element for which the application is being registered and the metadata attribute values of the standard data element. (This might include a formula or algorithm used to derive the data element.)

h. Record the data element attributes (metadata) that do not correspond to the standard data element.

i. Record data element access name.

(1) Data element access names provide the direct link between the standard data elements defined in the DDRS and the application of those standard data elements in automated information systems.

(2) The length of access names (i.e., identification of data fields in database and file structure) is important to analysts, designers, and programmers who must produce documentation and program code using standard data elements,

C. MODIFYING EXISTING STANDARD DATA ELEMENTS

1. Modifications may be proposed for any standard data element. The conventions, rules, guidelines, and procedures that apply to developmental data elements also apply to proposed modifications of standard data elements.

2. Based on the attributes of the standard data element to be modified, follow the same procedure as for creating a developmental data element (Chapter 4) using the steps relating to the data element(s) proposed for modification. A review of the standard data elements in the DDRS may preclude the need to develop a modified standard data element.

3. The current version of the standard data element being modified will be automatically archived upon approval of the modified standard data element.

D. ARCHIVING STANDARD DATA AND GENERIC ELEMENTS

Standard data elements and their associated generic elements may be changed to an archived status based on the recorded use of the standard data elements. The archived standard generic and data elements are retained in the DDRS for historical reference and possible reinstatement based on changing functional information requirements. Standard generic elements and data elements are changed to an archived status through the following process:

1. Standard Data Elements

a. The Logistics FAd will identify standard data elements that are no longer used or needed by information systems based on changes in functional information requirements and notify the appropriate FAd (data steward).

b. The Logistics FAd will notify the affected CDAs and FAdS of standard data elements to be deleted from information systems supporting the respective Component or functional areas based on the using Components and using systems registered in the DDRS.

c. When the FAd(s) establish the effective date for deleting a data element(s) from an information system(s), the data steward for the data element will notify the DoD DAd of the affected data element(s) and the effective date for deletion.

d. The DoD DAd will delete the affected information system(s) and associated Component(s) from the list of users registered in the DDRS on the effective date for deletion.

e. If no information systems or Components remain on the list of users registered in the DDRS for a standard data element, the DoD DAd will notify the appropriate FAd (data steward) and recommend that the standard data element be archived.

f. Based on the DoD DAd recommendation to archive a standard data element, the FAd will assess the functional or technical need to retain the standard data element.

g. If the FAd determines that the standard data element should not be archived, the data steward will notify the DoD DAd to retain the standard data element in the DDRS in its existing status rather than archiving it.

h. If the FAd determines that there is no technical or functional need to retain the standard data element, the data steward will notify the DoD DAd to change the status of the standard data element to an archived standard data element. There will be a general announcement in the DDRS when this is to occur.

2. Standard Generic Elements

a. When a standard data element is archived, the DoD DAd will review the list of remaining standard data elements associated with the corresponding standard generic element.

b. If there are no remaining standard data elements associated with the corresponding standard generic element, the DoD DAd will assess the functional or

technical need for retaining the approved standard generic element.

c. If the DoD DAd determines that the approved standard generic element should be retained, the approved standard generic element will remain in the DDRS.

d. If the DoD DAd determines that the approved standard generic element should not be retained, the DoD DAd will change the status of the approved standard generic element to an archived standard generic element. There will be a general announcement in the DDRS when this is to occur.

E. REINSTATING ARCHIVED STANDARD DATA AND GENERIC ELEMENTS

A review of the DDRS during the Logistics data element development or modification process may locate an archived standard data element that is suitable for use. In such a case, the archived standard data element and the associated standard generic element, if necessary, should be reinstated. Archived standard generic and data elements may be reinstated for use through the following process:

1. Notify the Logistics FAd (data steward) that the archived standard data element exists and recommend that the archived standard data element be reinstated as a standard data element.

2. The FAd will review the archived standard data element for applicability and accuracy.

3. If the archived standard data element is accepted by the data steward, the data steward will notify the DoD DAd that the archived standard data element and the associated standard generic element, if necessary, is to be reinstated and the effective date for reinstatement.

4. Based on the approval and notification by the data steward, the DoD DAd will change the status of the archived standard data element and its associated standard generic element, if necessary, to an approved standard data element and an approved standard generic element, respectively.

5. After the archived standard data element has been reinstated as an approved standard data element, the application using the reinstated standard data element must be registered in the DDRS, as described in subsection B. 1., above.